



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 16343	<b>POSITION:</b> Education Therapist
<b>POSITION SERIES:</b> DS-639	<b>POSITION GRADE:</b> 12
<b>OPENING DATE:</b> 7/13/10	<b>CLOSING DATE:</b> Open Until Filled
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> 07-19-10 (every two weeks thereafter)	<b>SALARY RANGE:</b> \$62,499 - \$79,959 Per Annum
<b>WORKSITE:</b> 1100 Alabama Avenue, S.E. Washington, D.C. 20032	<b>TOUR OF DUTY:</b> 8:30 – 5:00 p.m. – Monday - Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> DMH/SEH	<b>NO. OF VACANCIES:</b> One (1)

**DURATION OF APPOINTMENT:** Permanent

- ( ) This position IS in the collective bargaining unit represented by \_\_\_\_\_ and you may be Required to pay an agency service fee through an automatic payroll deduction.  
(X) This position IS NOT in a collective bargaining unit.

**"JOBS FOR D.C. RESIDENTS AMENDMENT ACT OF 2007":** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (series 905), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

The position is located in the Educational Rehabilitation Department of Rehabilitation Services of Saint Elizabeths Hospital. Serves as an educational therapist and is responsible for developing educational objectives and interventions that are functionally oriented and address the assessed educational needs of patients. Provides professional, recovery-based, consumer focused educational rehabilitation services that value and reflect cultural and ethnic diversity. Responsible for developing and implementing a continuum of educational rehabilitation services that includes; pre-literacy and literacy training to improve rehabilitation potential; enhancement of basic educational competencies that improve functional skills required for successful community re-entry; acquisition or updating of skills in the use of microcomputers and software applications; preparation of high school equivalency examinations; and consultation with staff on methods and resources that can enrich the educational value of all therapeutic services. Designs and coordinates educational rehabilitation curricula to address the needs of patients exhibiting special learning problems. Administers, analyzes and interprets formal and informal assessments to determine levels of functioning. Provides direct instruction and remediation of cognitive and perceptual deficits. Develops and educational rehabilitation plan designed to improve patient's master of basic education skills. Prepares guides, materials, media and aids used in the classroom; prepares reports for recovery teams that document academic and behavioral progress; and participates in rehabilitation-wide performance improvement and competency review.

**QUALIFICATIONS REQUIREMENT:** Degree: education; or a field applicable to the work, such as occupational therapy or psychology, provided that the curriculum included or was supplemented by at least 12 semester hours in education. This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position to be filled, and has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled.

**This position requires a Pre-Employment Criminal Background Check.**

**SELECTIVE PLACEMENT FACTOR (S):** None

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Professional knowledge of current principles and philosophy of education, its theories, practices and techniques.
2. Thorough knowledge of special teaching principles, methods and techniques applicable to the pertinent subjects(s).
3. Professional knowledge of the design and implementation of remedial instructional programs.
4. Ability to use microcomputers and software applications in accordance with standards established by Department of Mental Health and Saint Elizabeths Hospital.
5. Ability to communicate ideas and thoughts orally and in writing.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S OPERATING MANUAL FOR QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC FORM 2000. SELECTION(S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

#### **WHERE TO APPLY:**

DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
1100 Alabama Ave., SE  
ROOM 205.02  
WASHINGTON, D.C. 20032  
ATTN: Clara Orino (202) 299-5231

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."